



United States Department of Agriculture

USDA provides leadership on food, agriculture, natural resources and related issues based on sound public policy, the best available science and efficient management. Our goal is to be recognized as a dynamic organization that is able to efficiently provide the integrated program delivery needed to lead a rapidly evolving food and agriculture system. We invite you to join us in meeting our goal, contributing to the future of our organization and advancing the best food and agriculture system in the world.

***Departmental Administration
Office of Human Capital Management
Departmental Human Resources Division
Staffing and Placement Services Branch***



The Department of Agriculture is conveniently located in the heart of DC's Smithsonian Museums and just steps from the Metro, [Smithsonian](http://www.wmata.com/), (<http://www.wmata.com/>) and several major commuter bus stops. Our Agency provides onsite banking, a U.S. Post Office, Dry Cleaning service and three cafeterias. USDA employees receive the [Federal Benefits](#) package PLUS:

- Pre-tax transportation benefits for parking
- Public transportation subsidy
- Alternative Work Schedules
- Telecommuting
- Physical fitness facility onsite

Office of the Chief Financial Officer ACFO, Financial Policy & Planning CAREER INTERN PROGRAM (CIP)

ANNOUNCEMENT NO: OCFO-08-006	OPEN: October 15, 2007
POSITION: Management Analyst, GS-343-9	CLOSES: November 14, 2007
SALARY: \$46,041 – \$59,852 annually	PROMOTION POTENTIAL: GS-13
DUTY LOCATION: Washington, DC	VACANCIES: 1 - One

THIS ANNOUNCEMENT IS OPEN TO THE PUBLIC: Everyone may apply. U.S. Citizenship is required to be appointed. Federal status is not required when applying under "Public" announcements.

NOTE: This position is being filled under the Federal Career Intern Program (CIP). Additional information on the CIP is available at <http://www.opm.gov/careerintern/index.asp>.

INTRODUCTION: The Office of the Chief Financial Officer (OCFO) provides departmental leadership for a variety of programs in accounting, finance, performance measurement, Federal assistance, management controls, financial management systems, productivity improvement, and audit follow-up and resolution. OCFO manages and operates the National Finance Center (NFC), overseeing the systems and services it provides to U.S. Department of Agriculture

(USDA) and non-USDA organizations. In addition, OCFO provides budget, accounting, and fiscal services to the Secretary, Deputy Secretary, Under and Assistant Secretaries, General Officers of the Department (except for the General Counsel and Inspector General), and Staff Office Directors reporting to the Assistant Secretary for Administration. OCFO headquarters is located in Washington, D.C., and its field office, NFC, is located in New Orleans, Louisiana.

The Credit, Travel and Grants Policy (CTGPD) Division Director reports to the Associate Chief Financial Officer for Financial Policy and Planning and has department-wide responsibility for travel management, credit reform, credit program management, grants, debt management, cash management, fiscal policy and standards.

DUTIES (GENERAL): The incumbent will perform duties in the following functions:

GRANTS

- Assist in formulating, evaluating, analyzing and implementing policies, standards and systems for the Federal financial assistance activities of USDA.
- Prepare segments of a variety of Departmental reports used internally or by other Federal agencies.
- Support the Grants Policy area in updating and maintaining Federal Financial Assistance (FFA) related databases such as the Federal Assistance Awards Data System, the Catalog of Federal Domestic Assistance and the Excluded Parties List system.

TRAVEL

- Assist in the development and maintenance of OCFO's travel and data mining websites.
- Collect and analyze data from USDA's contractor bank and travel system.
- Prepare department-wide analytical reports for OCFO management, assist in preparation of Travel Policy User Group (TPUG) monthly meetings and help develop responses to Congressional correspondence on travel related matters.
- Participate in the conduct of a variety of management studies, surveys, and projects.

DEBT, CREDIT and CASH

- Assist in researching, evaluating, analyzing and implementing debt and cash management policies, standards and systems.
- Assist in preparing and providing debt and cash management guidance and technical advice to agencies on policies, standards and requirements
- Participate in debt and cash management projects, special analyses and other studies.
- Gather, analyze and summarize debt and cash management information and assists in preparing a variety of debt and cash management reports used internally or by other Federal agencies.
- Examine policies to identify those affecting Credit Reform and Credit Program Management initiatives and recommends approaches to resolving issues.
- Attend meetings and briefings, panels, boards, committees and other groups concerned with program matters.

EDUCATION AND EXPERIENCE REQUIREMENTS: The following table shows the amounts of education and/or experience required to qualify for this position. The Office of Personnel Management's [Operating Manual: Qualification Standards for General Schedule Positions](#) will apply.

GRADE	EDUCATION	EXPERIENCE	
		GENERAL	SPECIALIZED
GS-9	master's or equivalent graduate degree <i>or</i> 2 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.B. or J.D., if related	None	1 year equivalent to at least GS-7
Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.			

EVALUATION CRITERIA: You will be evaluated based upon the question responses you provide during a structured interview. In responding to structured interview questions, you should be sure to site specific examples of experience, explain exactly what you did and the outcome.

HOW TO APPLY

TO BE CONSIDERED, YOU MUST SUBMIT THE FOLLOWING. FAILURE TO COMPLY WILL RESULT IN NON-CONSIDERATION:

* **A resume or OF-612** (Optional Application for Federal Employment), or any written application. Be sure to indicate the **Vacancy Announcement Number**. Electronic versions of the OF-612 and an on-line resume builder may be accessed at <http://www.usajobs.opm.gov>.

* The USDA Career Intern Program (CIP) application. The CIP application is available at <http://www.usda.gov/da/employ/CareerInternApplication.htm>.

AND

* Your most recent transcript

Please be sure to indicate your email address, as further communication with you on the status of your application may be by email.

APPLICATION DEADLINE: APPLICATIONS MUST BE RECEIVED BY C.O.B. (4:30 P.M. EST) ON THE CLOSING DATE of this announcement. If you request forms late in the open period, you are still required to have your application received by the closing date. No extensions will be given.

We are sorry for any inconvenience that this may cause; however, due to mail being irradiated, we have no control over when we receive mail. The Human Resources Services Division staff wants to ensure that your application package is timely and is considered for further processing.

WHERE TO SUBMIT APPLICATIONS:

USDA-DA-OHCM-DHRD
ANNOUNCEMENT NO: OCFO-08-006
STOP 1921, ROOM 17-W, JLW
1400 INDEPENDENCE AVE., SW
WASHINGTON, DC 20250-1921

Contact Donna F. Carter at (202) 720-5806 for additional information.

VETERANS PREFERENCE: If you are claiming 5-point veteran's preference, you must submit a DD-214. If you are claiming 10-points veteran's preference based on a compensable service connected disability of 10 percent or more, you **MUST** submit a DD-214, SF-15 and letter from the Veterans Administration identifying the percentage of disability for preference determination. Additional information on veteran's preference is available in the Vet Guide available at <http://www.opm.gov/veterans/html/vetguide.htm>.

REASONABLE ACCOMMODATION: The Department of Agriculture provides reasonable accommodation to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement. Additional information on persons with disabilities is available at <http://www.opm.gov/disability/>.

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD).

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 522a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

ADDITIONAL INFORMATION:

All qualification requirements must be met by the closing date of this announcement.

Relocation expenses are subject to negotiation.

Males born after 12/31/59 desiring Federal employment must be registered with the Selective Service System.

Appointments under this announcement include a two-year probationary/trial period requirement

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

The use of Federal Government postage-paid envelopes in filing applications is a violation of federal law and will disqualify you from consideration.

The U. S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY PROVIDER
AND EMPLOYER.**